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SUGGESTIONS FOR THE USE OF
NATIONAL POULTRY IMPROVEMENT PLAN RECORD FORMS

The following forms, formulated and approved by the Committee on Record Forms, are available without cost to official State agencies for use in the administration and operation of the National Poultry Improvement Plan: 1/

- N.P.I.P. Form 3 - Flock-Selecting and Pullorum-Testing Report
(in quadruplicate)
- N.P.I.P. Form 3a - Record of Males in Breeding Flocks (in quadruplicate)
- N.P.I.P. Form 4 - Flock Inspection Report (in quadruplicate)
- N.P.I.P. Form 5 - Hatchery Inspection Report (in duplicate)
- N.P.I.P. Form 6 - U.S.R.O.P. Inspection Report (in duplicate)
- N.P.I.P. Form 7 - U.S.R.O.P. Breeding Pen Record (in triplicate)
- N.P.I.P. Form 8 - U.S.R.O.P. Incubation and Chick-Banding Report
(in triplicate)
- N.P.I.P. Form 9 - U.S.R.O.P. Pedigree Record (for breeders who use
serially numbered wing bands) (in duplicate)
- N.P.I.P. Form 9a - U.S.R.O.P. Pedigree Record (for breeders who use
wing bands with sire and dam numbers)
(in duplicate)
- N.P.I.P. Form 10 - U.S.R.O.P. Sales Report (in quadruplicate)
- N.P.I.P. Form 11 - U.S.R.O.P. Male Record (in triplicate)
- N.P.I.P. Form 12 - U.S.R.O.P. Breeding Pen Progeny Record (in duplicate)
- N.P.I.P. Form 13 - U.S.R.O.P. Pullet or Hen Report (in triplicate)
- N.P.I.P. Form 15 - Report of Sales of Hatching Eggs and Chicks to Hatcheries
(in quadruplicate)
- N.P.I.P. Form 16 - Record of Chicks and Hatching Eggs Purchased (in duplicate)

1/ N.P.I.P. Form 1, Hatchery Agreement, and N.P.I.P. Form 2, Flock Agreement, also formulated and approved by the Committee on Record Forms, to be used as a guide in making up State forms, are not printed in the Government Printing Office. Sample copies may be obtained upon request.

The following suggestions are offered to assist in having these forms used uniformly in all of the cooperating States:

N.P.I.P. Form 3 - Flock-Selecting and Pullorum-Testing Report

Prepare in quadruplicate. Original for official State agency; duplicate for agent or inspector who selects or tests the flock; triplicate for hatcheryman; quadruplicate for flock owner.

This report is to be filled out at the time the flock-selecting and/or pullorum-testing is done. In case these are done at different times or by different persons, separate reports are to be made.

Item 6 is the number of birds selected as breeders. If the flock-selecting and pullorum-testing work are done at the same time, the number selected and number tested are the same.

Item 7 is the number of culls only and does not include the reactors.

Item 12 (percentage of reactors) is calculated by dividing the total number of reactors, males and females, by the total number of birds tested.

Item 24 is provided for the hatcheryman who is selling more than one grade of chicks within one U.S. breeding stage. Information on this item should be obtained from the hatcheryman at the time the selecting and testing are done or prior to the time of flock inspection.

N.P.I.P. Form 3a - Record of Males in Breeding Flocks

Prepare in quadruplicate. Original for official State agency; duplicate for agent or inspector who selects or tests the flock; triplicate for hatcheryman; quadruplicate for flock owner.

This form supplements N.P.I.P. Form 3 and is for the purpose of recording wing- and leg-band numbers and body weights of males in National Poultry Improvement Plan breeding flocks. It is especially for use in U. S. Certified and U. S. Verified flocks and in States where the bodyweights of all breeding males are recorded. This report is to be filled out at the time the flock-selecting work is done.

N.P.I.P. Form 4 - Flock Inspection Report

Prepare in quadruplicate. Original for official State agency; duplicate for official State inspector; triplicate for hatcheryman; quadruplicate for flock owner.

This report is to be filled out at the time flocks are inspected by the official State inspector.

Item 6 (leg bands sent in) does not apply where the rapid, whole-blood method of testing is employed.

Item 18 (wing-band numbers of males handled) is provided to record the wing-band numbers of males handled in U. S. Verified and U. S. Certified flocks.

The official State inspector should indicate in the space provided whether the flock is accepted, on probation, or rejected.

N.P.I.P. Form 5 - Hatchery Inspection Report

Prepare in duplicate. Original for official State agency; duplicate for official State inspector.

This report is to be filled out either during or immediately after the hatchery is inspected. It is intended to provide for a record of the observations made during the hatchery inspection.

Item 4 (grades of chicks produced) is provided for hatcheries that are selling more than one grade of chicks within one U.S. breeding stage. It is the responsibility of the official State agency to check on the number of chicks being sold of the different grades with the possible number of hatching eggs of these grades.

N.P.I.P. Form 6 - U.S.R.O.P. Inspection Report

Prepare in duplicate. Original for official State agency; duplicate for R.O.P. inspector.

This report is to be filled out by the R.O.P. inspector following each official inspection. Spaces are provided for the trap-nest record of the inspector for a period of two days. This is provided so that the form will be suitable for use in States where the inspection period lasts for two days.

In obtaining the breeder's reported egg production, it is suggested that production during the ten days preceding inspection be used. Percent production is calculated by dividing the total number of birds for the period into the total number of eggs.

N.P.I.P. Form 7 - U.S.R.O.P. Breeding Pen Record

Prepare in triplicate. Original for U. S. Bureau of Animal Industry; duplicate for R.O.P. supervisor; triplicate for U.S.R.O.P. breeder.

This form is to enable the R.O.P. supervisor to keep on file a record of all U.S.R.O.P. matings. It should be filled out by the U.S.R.O.P. breeder at the time the mating is made.

If the male heading the pen is changed at any time during the breeding season a new breeding-pen record should be filled out and the date the mating was made indicated. If any of the females are transferred from one breeding pen to another, this should be indicated, together with the date, on the record of the pen from which the birds were removed and on the record of the pen to which the birds were transferred.

All breeding-pen records should be checked and signed by the R.O.P. inspector at the time of his inspection of U.S.R.O.P. matings, and at the end of the breeding season they should be submitted to the N.P.I.P. Office, Bureau of Animal Industry, Washington, D.C., for use in recording and tabulating the dam's and sire's dam's records of U.S.R.O.P. candidates.

N.P.I.P. Form 8 - U.S.R.O.P. Incubation and Chick-Banding Report

Prepare in triplicate. Original is the breeder's permanent record; duplicate is used to report to the official State agency the number of fertile eggs, number of chicks hatched, and their wing-band numbers; triplicate to report number of eggs set.

The forms are attached in such a manner that carbon copies can be made. Fill in all information at top of sheet such as breeder's name, pen number, etc., and list the series and number of the hen's leg band in the columns "Series" and "No."

When eggs are set, record the number of eggs set from each hen. Within 5 days after incubation has begun, tear out first strip of triplicate record, fill in information requested on back of strip, and mail it to the official State agency.

The same procedure is followed with each succeeding set. The official State agency will paste the strips on a sheet of paper so that at the end of the trap-nest year the record will appear exactly as shown on the breeder's original.

When the chicks are hatched, record the number of infertile eggs, number of chicks hatched, and their wing-band numbers. Within 5 days after each hatch, the duplicate strip should be torn out, the information requested on the back filled in, and the strip mailed to the official State agency. The same procedure should be followed with each succeeding hatch. These strips will in turn be pasted on the official State agency's records.

N.P.I.P. Form 9 - U.S.R.O.P. Pedigree Record (For breeders who use serially numbered wing bands)

Prepare in duplicate. Original for U.S.R.O.P. breeder; duplicate for official State agency.

The following entries should be made at the time the chicks are wing-banded: (1) Date of hatch*, (2) Wing-band number - listed in numerical order, (3) Pen No., and (4) Dam's U.S.R.O.P. leg-band No.

*If two or more different hatching dates are represented on the same form this should be noted on the margin at the specific point where the change takes place.

The additional data may be entered as it is obtained. The columns headed "body weight," "rate of feathering," and "body type or fleshing condition" are to aid the breeder in the production of better meat quality. Standards for these characters should be established by the breeder and should be followed for all hatches. Suggested ages for taking the first weights are 10 weeks for the Mediterranean breeds and 12 weeks for the American breeds. Another weighing of the cockerels can conveniently be made at the time they are officially inspected. The U.S.R.O.P. leg-band numbers of all males approved and the entry leg-band numbers for all females entered in U.S.R.O.P. should be listed in the "Remarks" column.

Suggested abbreviations or symbols to be used are as follows:

- (1) Sex: M - male, F - female; or ♂ - male, ♀ - female.
- (2) Rate of feathering: SF - slow feathering; MF - medium feathering; FF - fast feathering.
- (3) Body type or fleshing condition: A - good, B - medium, C - poor.
- (4) Remarks (defects, disposals, etc.):
 - Defects: BB - breast blisters, CK - crooked keel.
 - Disposal: C - culled (out of condition), CM - culled for market, D - died (give date), DIS - disqualification (name it).
 - Other abbreviations: CD - comb passed for dubbing (give date)

N.P.I.P. Form 9a - U.S.R.O.P. Pedigree Record (For breeders who use wing bands with sire and dam numbers)

Prepare in duplicate; Original for U.S.R.O.P. breeder; duplicate for official State agency.

One form should be used for each dam in U.S.R.O.P. matings and the following entries should be made at the beginning of the breeding season: (1) Pen No., (2) Sire's U.S.R.O.P. leg-band No., and (3) Dam's U.S.R.C.P. leg-band No., egg production, egg weight, and body weight. The date of hatch should be noted as each chick is wing-banded.

The other procedure for the use of this form is the same as that for N.P.I.P. Form 9, beginning with the third paragraph.

N.P.I.P. Form 10 - U.S.R.O.P. Sales Report

Prepare in quadruplicate. Original for purchaser; duplicate for official State agency of State to which the products are shipped; triplicate for official State agency in the State of origin; quadruplicate to be retained by breeder.

This form is for the purpose of reporting the sale of U.S.R.O.P. hatching eggs, chicks, cockerels, and mature birds.

It should be filled out completely by the breeder at the time the U.S. R.O.P. products are sold. The original, duplicate, and triplicate are to be sent to the breeder's official State agency. After the report has been certified by the R.O.P. supervisor, one copy should be forwarded to the purchaser and, in the case of out-of-State sales, one to the official State agency in the State where the purchaser resides. One copy is to be retained in the files of the official State agency.

N.P.I.P. Form 11 - U.S.R.O.P. Male Record

Prepare in triplicate. Original for official State agency; duplicate for R.O.P. supervisor; triplicate for flock owner.

This report is to be filled out by the official State inspector at the time of inspecting and banding U.S.R.O.P. male candidates.

N.P.I.P. Form 12 - U.S.R.O.P. Breeding Pen Progeny Record

Prepare in duplicate. Original for U.S.R.O.P. breeder; duplicate for official State agency.

This form is for the purpose of recording and summarizing production, hatching, chick mortality, and cockerel disposal for each U.S.R.O.P. mating. It should be filled out by the U.S.R.O.P. breeder at the close of the record year and certified by the R.O.P. inspector.

Page 1 provides for the records of 10 of the dams used in the U.S.R.O.P. breeding pen. Records for the remaining dams in the breeding pen are provided for on page 3. The columns headed "Pen average or totals" on pages 3 and 4 comprise the pen record or a record of the male heading the pen. Columns are provided for the leg-band number, age at first egg, egg production, egg weight, and body weight for each daughter of the dams used in the breeding pen.

N.P.I.P. Form 13 - U.S.R.O.P. Pullet or Hen Report

Prepare in triplicate. Original for U. S. Bureau of Animal Industry; duplicate for U.S.R.O.P. breeder; triplicate for official State agency.

These records will be analyzed by the Bureau of Animal Industry for the purpose of determining the dams and sires which qualify as U.S. Register of Merit and will be used as a basis for a published directory of U. S. Register of Merit birds.

The forms are attached in such a manner that carbon copies can be made. Each sheet provides space for 50 birds. Indicate in the appropriate square whether the report is on pullets or hens. Do not list more than one breed on any one sheet.

Special instructions for U.S.R.O.P. Breeder: He should be supplied at the beginning of the trap-nest year with one form for each 50 birds to be entered under R.O.P. supervision.

He should make the following entries for each bird at the time she lays her first egg in a trap-nest:

1. Entry leg-band number.
2. Wing-band numbers of all pedigreed birds. If a bird is not wing-banded, this should be indicated by recording the words "No band".
3. Sire's and dam's U.S.R.O.P. leg-band numbers.
4. Dam's egg production.

The forms should then be given to the R.O.P. inspector or supervisor.

To facilitate reporting on the disposition of all birds entered, all data called for on the monthly trap-nest sheets should be recorded. The following symbols should be used on these monthly trap-nest sheets to indicate the disposal of birds:

C - Culled (out of condition)
Cm- Culled for market
D - Died
Dis - Disqualification (name it)

Special instructions for R.O.P. Supervisor: Early in the trap-nest record year, and not later than March 1, the preliminary reports received from the breeder should be prepared in triplicate, checked for accuracy, signed, and submitted to the N.P.I.P. Office, Bureau of Animal Industry. These preliminary reports will contain the following information:

1. Entry leg-band numbers
2. Wing-band numbers
3. Sire's U.S.R.O.P. leg-band number
4. Dam's U.S.R.O.P. leg-band number.
5. Dam's egg production

N.P.I.P. Form 7 for the previous breeding season should be submitted with these reports if they were not submitted previously. The data from these reports will then be transferred to punch cards in order to facilitate the preparation of the completed U.S.R.O.P. Production and Pedigree Reports promptly after the close of the trap-nest record year. The preliminary U.S.R.O.P. pullet or hen reports will be returned to the R.O.P. supervisor as soon as the data have been recorded on punch cards.

At the end of the trap-nest record year the R.O.P. supervisor should record the annual egg production, average egg weight, and average body weight of each pedigreed bird. Egg weights should be recorded in ounces and tenths. Body weights should be recorded in pounds and tenths. The incomplete production and weight record of all pedigreed birds that die or are culled before the end of their laying year should be recorded for use in determining family averages, and the "Disposal" column should be filled in to provide a report on the disposition of all pedigreed birds entered.

In States where the qualified birds are rebanded with a numbered leg band, the number of the qualifying band should be recorded in column 7. States following the recommendations of the committee on leg-banding and wing-banding will not use a numbered leg band for qualified U.S.R.O.P. females and therefore no entry will be necessary in column 7.

The report should be completed as soon as possible after the end of the trap-nest record year and the original copy resubmitted to the Bureau of Animal Industry. The duplicate copy should be returned to the breeder to serve as a U.S.R.O.P. certificate and the triplicate should be retained in the office of the supervisor.

N.P.I.P. Form 15 - Report of Sales of Hatching Eggs and Chicks to Hatcheries

For out-of-State sales, prepare in quadruplicate. Original for purchaser; duplicate and triplicate for official State agency; quadruplicate for seller.

For within-the-State sales, prepare in triplicate. Original for purchaser; duplicate for official State agency; triplicate for seller.

This report is to be filled out by the hatcheryman on each sale of hatching eggs or chicks to other hatcheries.

For out-of-State sales the official State agency in the State of origin should certify and send to the official State agency in the State where the purchaser resides the duplicate copy of this form.

In the sale of hatching eggs the original report may be placed in the container. In the sale of baby chicks the original report should be mailed to the purchaser at the time of shipment.

N.P.I.P. Form 16 - Record of Chicks and Hatching Eggs Purchased

Prepare in duplicate. Original to be sent to the official State agency weekly; duplicate to be retained by the hatcheryman.

This form is to be filled out by breeders or hatcherymen purchasing baby chicks or hatching eggs from other hatcheries.

